

Zoning and Planning Department

Checklist of Requirements

Additions, Sheds, Detached Garages, Pools, and Carports



- Tax Map Number *(Can be found on Tax Bill or provided by staff)*
- Signed Tree Affidavit *(in Planning Dept.)*
- Signed Restrictive Covenants Affidavit *(in Planning Dept.)*
- A driveway encroachment permit may be required before building permit approval. An encroachment permit may change the layout of your site plan. ** Private roads do not require an encroachment permit.
- Site Plan
 - Drawn to an Engineer's Scale: (1" = 10', 20', 30', 40', 50' or 60')
 - Shall include the following details:
 1. Property dimensions (may be found on a recorded plat which can be obtained from the RMC office located at 101 Meeting Street, Downtown).
 2. Dimensions and locations of all existing and proposed structures and improvements
 3. Driveways, setbacks, lot coverage calculations (impervious/pervious surfaces and buildings).
 4. Grand Trees (24" DBH or greater) that are in the footprint of a structure, except pines.
 5. Wetlands/OCRM Critical line delineated, approved, stamped and signed every five (5) years by Coastal Council (if applicable).
- Exterior Elevation with Overall Height Dimension *(except for pools)*
- Cost of Construction/Valuation
- Fee required for Zoning Permit
 - The first shed that is 120 sq ft or less does not require a Zoning Permit.

NOTE: All payments to Charleston County Zoning and Planning Department are by CASH, CHECK with a valid ID, or CREDIT CARD.

Please submit via our online portal:

https://egovweb.charlestoncounty.org/EnerGov_Prod/SelfService#/home

IMPORTANT CONTACT INFORMATION:

Planning/Zoning	202-7200
Building Services	202-6930
OCRM/Coastal Council	953-0200
DHEC/Septic/Well	953-0150
ROD (Register of Deeds)	958-4800